



Town Council Work Session Minutes

Thursday January 7, 2016 in the Matthew Thornton Room

Chairman Harrington called the Work Session of the Town Council to order at 6:24 p.m. Present at the meeting were Vice Chairman Mahon, Councilor Boyd, Councilor Dwyer, Councilor Koenig, Councilor Rothhaus, Councilor Vaillancourt, Town Manager Eileen Cabanel, and Assistant Town Manager/Finance Director Paul Micali.

Public Comment

Chris Christensen, Chairman, Parks and Recreation Committee

Stated the Parks and Recreation Committee reviewed the proposed budget at its November meeting. Generally speaking, they are very pleased with what was submitted. One of the things the Committee was pleased to see in the original budget was the part-time, year-round maintenance person. Apparently, that position has been removed resulting in some disappointment. However, the Committee understands the reality of the need to adjust budgets. Some of the capital projects are based on pricing goals that were in effect many years ago, e.g., the cost to build a field is likely twice what it was 10 years ago. For future planning, if that is a consideration, the Committee would like that to be understood.

Review of Proposed FY17 Budget

Town Manager Cabanel remarked with each of the departments an increase can be seen relative to the 53rd week of payroll for FY17.

Welfare

Patricia Murphy, Administrator, stated the budget being presented is not very different from last year. Line Item 01-25-83990-0; Social & Health Services is exactly the same as that of last year's allocation. Requests received were approximately \$92,000, and were able to be reduced to \$74,000. She stated she is taking a very optimistic approach with regard to the Welfare budget by simply shifting around some of the expenses she has seen being adjusted. Other than those items, the proposed FY17 budget is very similar to that of the prior year.

Councilor Vaillancourt questioned requests that were made of the Social & Health Services, which were not proposed in the total amount requested. Ms. Murphy remarked her approach in budgeting is trying to be conservative and not increase areas unless a great need is being seen. One of her objectives as she looks at a program is the kind of need it fills, e.g., primary level, which is basic needs, secondary level, and educational/counseling type level. Last year some areas experienced shifts and increases. This year she did not believe there to be a great need to do that. Councilor Vaillancourt asked for clarification there is not a particular program where a lot of people are being turned away or not receiving needed services. Ms. Murphy stated the one great advantage she has is she uses a lot of these programs. If people were being turned away, that would be on her radar, and it would be brought to the Council's attention.

Assistant Town Manager/Finance Director Micali noted the requests are from the organizations themselves. Requests are submitted to the Administrator from all of the organizations the Town helps fund, and Ms. Murphy vets them based on what she sees coming through her office. Councilor Vaillancourt thanked him for the clarification. Ms. Murphy noted she requests criteria when requests

1 are made, e.g., purpose of the request, statistics with regard to the number of people served, how many
2 are underserved, etc. In addition, she looks at the budgets of the various entities to ensure funding is
3 being utilized wisely.

4
5 Councilor Boyd requested additional information on the requested increases in funding made by the
6 Greater Nashua Mental Health Center, Harbor Homes Shelter for Mental Health, and St. Joseph's
7 Community Services - elderly meals and services; specifically if they are seeing an increase in need
8 emanating out of Merrimack. Ms. Murphy responded she has not seen the need coming from
9 Merrimack. She noted she is a member of the Greater Nashua Continuum of Care, which is a group of
10 organizations that look at homelessness; the needs and services. She commented she is very aware of
11 what is in the area. Normally anyone that would be homeless would be going through her. Greater
12 funding could always be used in homeless services. Although she would like to be in a position of
13 funding all requests, there is the need to weigh both sides and identify the greatest needs.

14
15 Town Manager Cabanel noted she did not instruct Ms. Murphy to reduce the budget. The proposal put
16 forth came from the department. She commented the tax burden on Merrimack should be a result of
17 services that are provided to Merrimack. Although other communities would like Merrimack to
18 contribute more, it is not fair to the taxpayers in Merrimack to subsidize other communities.

19
20 Councilor Dwyer commented he feels fortunate to live in Merrimack. The budget is \$27 million and
21 two of the largest departments being Fire and Police are well over \$10 million combined, and the
22 welfare budget is \$155,000. What a fortunate community; out of 27,000 residents, our Welfare
23 Department has a budget of under \$200,000.

24 25 Parks and Recreation

26
27 Matthew Casparius, CPRE, Director, Parks & Recreation, stated the department has been steadily
28 increasing programs. Although somewhat limited by the budget, the department has been able to
29 identify free opportunities or outside groups to provide opportunities for the community. The Day
30 Camp saw an approximate 10% increase in registration numbers where it had been on a steady decline
31 for the past 3-4 years. The bus trips, summer concert series, and special events have all seen increases in
32 participation.

33
34 This past year the Council provided funding for the first phase of Wasserman Park improvements. That
35 began with the new waterfront parking lot that opened in June of last year, which has been a tremendous
36 success. Five cabins, the Arts & Crafts building and the Function Hall were updated over the spring and
37 into the summer last year. The department is getting ready for the next phase of improvements with
38 funding provided this past fall. The waterline for the Function Hall is a project that will start within the
39 next few weeks and will be immediately followed by the heating and sprinkler systems, which will
40 allow the Function Hall to be utilized year-round.

41
42 Director Casparius remarked with the opening of the Function Hall and the ability to begin renting the
43 facility, a part-time (20 hour/wk. year round) maintenance position was proposed to clean and maintain
44 that building. That number was reduced. He noted the level of rentals is not yet known.

45
46 Under Line Item 01-13-8372-0; Fourth of July, there is an increase of \$5,000, which represents the
47 ability to provide better fireworks. Depending on the result of bids, there is also the possibility for an
48 additional marching band. It was suggested the last time the budget for fireworks was increased was
49 1996. Assistant Town Manager/Finance Director Micali commented they had originally requested an

1 increase of \$10,000 to improve upon the fireworks display and the parade. After further discussion it
2 was believed the fireworks are of more significance.

3
4 With regard to Line Item 01-13-8374-0; Recreation Programs, Director Casparius stated the overall line
5 item is decreasing. Funding is being increased for the individual special events. Missing from there are
6 the bus trips. The department has partnered with Tye's Tours. Individuals register with Tye's Tours,
7 but the department earns a commission off the referrals. That reduces the need to prefund trips, and
8 limit activity due to the \$4,000 budget for that, which would only cover about 2 trips a year. There are
9 currently about 12 trips ongoing.

10
11 The budget for the bandstand concerts was increased. Director Casparius commented when trying to do
12 8 concerts a year, there are only so many decent \$500 bands. The desire is to increase the quality. The
13 concerts averaged about 150 attendees each week this past summer, which is up from 100 last year and
14 60 the year before.

15
16 Under seasonal activities, the department is looking at two new special events for the community; free
17 movie nights and bringing back the old cardboard box boat race the Library used to run.

18
19 Assistant Town Manager/Finance Director Micali commented Line Item 01-13-8377-0; Adult
20 Community Center increased by about \$7,300. The Adult Community Center approached the Town
21 with maintenance issues that need to be addressed. The front doors need to be replaced. One opens in
22 and one opens out. Code requires them both to open out. The inside of the building has not been
23 painted in over 15 years. There is also the desire to replace some of the ceiling acoustic tiles and to
24 remove wallpaper.

25
26 Councilor Rothhaus questioned the increase in telephone and internet costs. Assistant Town
27 Manager/Finance Director Micali stated the costs doubled as a result of dedicated phone lines for the
28 alarm system. Last year there was a switch to dedicated phone lines for alarm systems (main line and
29 backup line).

30
31 Director Casparius noted he would be back before the Council at its meeting on the 28th to talk about the
32 establishment of a recreation revolving fund, which has been in the works for a while.

33 34 Summer Day Camp

35
36 Town Manager Cabanel reminded the viewing audience this is a self-supporting fund. As costs increase
37 revenues come in to match.

38
39 Director Casparius stated one of the differences from last year is a change from 8 weeks to 9 weeks of
40 camp. Last year there were 3 and a half weeks from the time camp ended until school started in the fall.
41 The cost of camp will increase from \$195 to \$200 for residents. The primary reason for that is this past
42 year the department purchased software that will allow for online registrations and the ability to take
43 credit cards.

44
45 The department is proposing four new programs. The first is Little Explorers; a half-day camp for
46 preschool age (3-5 year olds). There is space at Wasserman to run additional programs, and the
47 department typically receives more camp counselor applicants than what they can hire. The second is
48 expanding upon the use of the theatre at Wasserman with 2 weeks of a drama specialty camp. Once
49 Naticook ends in the summer the building does not get used much the rest of the year. There are a good

1 many requests specifically for teen programming. There are about 30 kids in that age group at Naticook
2 every week during the summer. Some are growing out of the traditional day camp model. The
3 department is looking at a trial of two weeks for a Teen Adventure Camp. There will be traditional
4 camp activities as well as offsite field trips around the State. If it is successful, next year they will look
5 at a whole summer or at least multiple weeks of it moving forward. The fourth is an Environmental
6 Education/Park Ranger type program. Wasserman Park is well suited for this kind of learning. This
7 will be on a trial basis for this first year. It will start with a series of workshops; family & children
8 programming on weekends, etc.

9
10 Two additional programs are being considered for school vacation week and after school. If able to
11 establish the revolving fund these are the next two in the cue. They are programs that can get up and
12 running utilizing existing facilities.

13
14 Councilor Boyd questioned what the counselors, one-to-one aid, and junior counselors receive for
15 hourly compensation, and was informed the junior counselors (16 and 17 year olds) start at the State
16 minimum wage of \$7.35, the senior counselors (18 and older) and the one-on-one aids (18 and older)
17 start at \$7.65. Councilor Boyd commented the listed compensation for the counselors at the Little
18 Explorers Camp is \$7.75. He questioned if that is based on 18 years and older and because of the
19 specific design, and was told that is correct.

20
21 Councilor Vaillancourt spoke of the Park Ranger/Environmental Education Programs, and commented
22 the Conservation Commission would be a good resource and happy to partner with the department. She
23 questioned the Little Explorers program; if there is a demand for a half-day preschool program for the
24 summer. Director Casparius stated requests for such a program have been received. Councilor
25 Vaillancourt questioned if the preschool children would be at Wasserman Park at the same time as the
26 older children. Director Casparius stated they would be. However he noted those children would be in
27 one of the cabins as their home base. They would not be in the Function Hall or participating in
28 swimming or in lunch.

29
30 Town Manager Cabanel noted she did not include in her proposed budget the costs listed for the school
31 vacation week program and the after school program. She stated her opinion the department should
32 begin with the programs being proposed, but not necessarily all of them.

33
34 Councilor Dwyer commented the Town has made a big investment in Wasserman Park over the last few
35 years. You cannot invest money into the park and then not take care of it. It is more important than ever
36 if turning this into a year-round facility, renting it out, etc. that there be someone dedicated to its upkeep.
37 Starting off with a part-time person is a good start. Councilor Koenig questioned if the part-time
38 position was included in the proposed budget. Town Manager Cabanel stated the budget provides for a
39 few hours for cleaning. Director Casparius stated it to be 36 hours for the year. Councilor Dwyer stated
40 he is pleased the line item is in the budget, and when it is time for the Council to debate the budget in the
41 coming weeks he would look to expand that.

42
43 Town Manager Cabanel noted the Town does have someone during the summer for 40 hours. What she
44 has proposed is to hire someone to clean up after the events that occur. There is a maintenance person in
45 the summer. That could be expanded at some point if the need is there. The additional small amount of
46 money is for cleanup after times when the function hall is rented.

1 Solid Waste Disposal

2
3 Steve Doumas, Foreman, noted under Line Item 01-09-8355-0; Solid Waste Disposal, there are
4 increases in tipping fees for solid waste and single-stream recycling. The division is seeking to fund the
5 part-time Solid Waste Attendant hired this past summer (Line Item 01-08-8107-0). Beyond those
6 increases, what is proposed is basically a flat budget.
7

8 Councilor Rothhaus commented disposal for regular trash is a contractual situation. He questioned if the
9 recyclables is something that fluctuates throughout the year. Town Manager Cabanel stated a contract
10 was signed for that for 3-4 years. It has gone from \$5/ton to \$15/ton. It was noted the marketability of
11 various types of recyclables change. You also have to keep in mind although we are paying \$15/ton for
12 the recyclables to be picked up and disposed of, it takes about 1,450 tons out of the disposal fee, which
13 costs \$68/ton and has associated costs for transportation. Councilor Rothhaus questioned how the
14 contract is fairing in comparison with other communities. Town Manager Cabanel remarked no one can
15 believe the rates we have; they are very favorable.
16

17 James Taylor, Assistant Director of Public Works/Wastewater, commented Mr. Doumas was able to get
18 a letter from the Northeast Resource Recovery Association basically showing that typically single-
19 stream is in the \$35-\$45/ton range. That does not include transportation or containers. When asked
20 about the life of the contract, it was noted it is in effect for one more year.
21

22 Councilor Boyd questioned how the part-time attendant position is working out. Assistant Director
23 Taylor responded the position was filled in August. The position has been reviewed over the past 5
24 months. It is somewhat inconclusive at this time. There are a good many benefits, but there is the need
25 to take a harder look at recyclables and what the metrics will be on a year-to-year comparison to
26 determine how the position is helping the Town. Some of the things that have been seen are an uptick in
27 scrap metal and electronics. You don't want electronics going into your solid waste because loads could
28 be rejected, which is very expensive. Mr. Doumas added the part-time individual is doing well. He
29 floats around the different areas keeping an eye on the swap shop, etc.
30

31 Assistant Town Manager/Finance Director Micali commented the Town charges for electronics. By the
32 individual in that position capturing people putting electronics in without paying the fee, that revenue is
33 being gained. He is capturing the electronics, which is why there is an uptick in electronics. It can be
34 seen as it is fully offset by revenue. Assistant Director Taylor spoke of the long-term benefit of the
35 education component of single stream and how it benefits the Town.
36

37 Councilor Rothhaus stated his recollection the Town is allowed 6% contamination of recyclables, and
38 questioned if a trailer has ever been rejected. Mr. Doumas responded never. Councilor Rothhaus spoke
39 of noticing trash accumulating on Lawrence Road, and questioned if employees are sent down that road.
40 Mr. Doumas responded usually the Highway Department does the roadside pickup. There is also the
41 adopt-a-road program, which usually does a roadside pickup 2-3 times a year.
42

43 Vice Chairman Mahon spoke of concern with children running around in the recycling building. Mr.
44 Doumas stated there is signage reminding parents to watch their children. There are signs for
45 pedestrians in the way, etc. Vice Chairman Mahon suggested signage be placed outside of the building
46 so it can be seen as people are entering the building. Mr. Doumas stated another sign could be added.
47

48 Councilor Dwyer commented it is now the second year of the Swap Shop, and questioned if it is a
49 success. Assistant Director Taylor stated it is okay, they manage. It is cleaned out daily. When asked

1 what percentage of items that are placed there should actually be placed in the landfill, he responded
2 50%. He remarked it is working, and commented there are a few residents who take the time to clean
3 up, straighten stuff out, etc.

4
5 Councilor Dwyer stated his opinion signage at the transfer station is too small and not really effective.
6 He would like to see something big and bold identifying items that can be recycled, etc. Assistant
7 Director Taylor stated what would be helpful is an electronic board so that messages could be
8 programmed and changed periodically.

9
10 Town Manager Cabanel commented on efforts underway to obtain an electronic board as part of each
11 bridge project that is done. She stated the need is there for the Town to have electronic boards. Vice
12 Chairman Mahon questioned why they are not simply purchased. Councilor Rothhaus commented if the
13 Town can get them through State grants where they are 80% paid by the State that would be preferable.
14 Town Manager Cabanel stated if they cannot be obtained that way, a proposal will be brought forward.
15 When asked about cost, Assistant Town Manager/Finance Director Micali stated the costs differ
16 depending on whether it is a mobile board or one similar to what is at the Police Station, which was at a
17 cost of approximately \$30,000. A mobile board is about \$15,000 - \$50,000 depending on size, number
18 of characters, etc.

19
20 Town Manager Cabanel suggested it might be something that could be purchased out of the Capital
21 Reserve Fund for Solid Waste equipment, if it were always stationed there. That would have to be
22 looked into to see if it could be purchased with those funds. Mr. Doumas commented they can look into
23 the possibility of another commercial.

24
25 Councilor Dwyer questioned if there have been any complaints from the Bedford neighborhood, and
26 was told there have not been.

27 28 Public Works Administration

29
30 Assistant Director Taylor remarked the division provides oversight for the division within the
31 department and also engineering services; essentially funds Director's position, Town Engineer, an
32 Executive Secretary, and is looking to continue funding for a couple of engineering interns that work
33 directly for Deputy Director Kyle Fox. It is a straightforward budget that is up approximately 2%. He
34 commented on the 53rd payroll week.

35
36 Councilor Boyd remarked one of the things the Council has discussed is creating a boat ramp off of
37 Griffin Street. Part of the discussion has always revolved around the engineering of the turn off Griffin
38 Street. There would be involvement by Fish & Game, the New Hampshire Department of
39 Environmental Services (NHDES), permitting, etc. Based on research he has done, the precursor to
40 having that piece of the puzzle put in place is the need for a commitment from the Town regarding that
41 part of the road, e.g., engineering, design, etc. He questioned the cost to create the design and actually
42 reconfigure that road to accommodate that kind of traffic.

43
44 Kyle Fox, Deputy Director, Public Works Department, stated back in 2012 he and the interns surveyed
45 the area and came up with a draft proposal that would basically take a right-hand turn off of Griffin
46 Street with a sharp curve similar to what was done at Joppa Road Extension. It is still not great, but it
47 would work. The proposal would be to curve off of Griffin Street on that kind of angle. It would be a
48 fairly steep incline to get underneath the railroad bridge. In the proposal was paving that area down to
49 the bridge because of the steep incline. An updated cost was done for that portion of the project today,

1 which resulted in an estimate of \$20,000. In the Capital Improvement Plan (CIP) for 2-3 years from
2 now is the Griffin Street boat ramp as a larger project. The rest of the access road from the railroad
3 bridge out to the boat launch itself is very fine powdery sand. ATVs do a lot of damage out there. It is a
4 pretty rough road to traverse. There is a total value identified in the CIP of \$67,000 to upgrade the
5 whole road. That would be gravel from the bridge out. That would ultimately be a decision for the
6 Council. If left gravel the ATVs will do a number on it and the department will have to do a great deal
7 of maintenance. The only piece of equipment that can fit under the bridge is the backhoes. Paving it
8 would result in less annual maintenance, but has a great initial cost.

9
10 Assistant Director Taylor remarked back in '06/'07 that area was completely under water with flooding,
11 which may push for the direction of pavement rather than gravel. Councilor Rothhaus questioned how
12 the pavement would be impacted by occasional flooding. Deputy Director Fox remarked the kind of
13 flooding it would see there, he believes it would be okay. Because it is such a flat flood basin the water
14 just comes up and stagnates. It is not washing the soils away. If there were a flood event they would
15 want to post the road as closed until the water receded and the ground was no longer saturated so that
16 wheel loads would not cause any damage.

17
18 Town Manager Cabanel reminded the Council 2-3 years prior the Town set aside \$15,000 for the Griffin
19 Street boat ramp. The idea behind it was when State funding was obtained we would use that as some
20 form of match. Vice Chairman Mahon questioned if there is State funding for boat ramps, and was told
21 there is. Vice Chairman Mahon commented they are fund based stuff and two budget cycles ago they
22 did away with all of that stuff. Councilor Rothhaus stated a desire to pursue the possibility. He
23 expressed the desire to be provided with comparable costs from gravel to pavement as he believes
24 pavement would ultimately be what would best serve the community. He also stated a desire to
25 understand annual costs for maintenance of the area. He believes a good many residents would utilize
26 the boat ramp were it more accessible.

27
28 Councilor Dwyer commented as was the philosophy with Wasserman Park, if you put in a little each
29 year before you know it we are having a grand opening of the boat launch. Town Manager Cabanel
30 spoke of a group that is responsible for ensuring there is a public boat ramp on every certain size body of
31 water in the State of New Hampshire. That is where funding could be sought. She spoke of her prior
32 experience gaining funding for a large project of this type. Vice Chairman Mahon commented the
33 prospect of some sort of State funding is not great, and if it is a desired amenity the Town should pursue
34 it.

35
36 Town Manager Cabanel reiterated there is \$15,000 set aside, Deputy Director Fox has stated the cost to
37 be \$20,000 to do the road portion. If the desire is to start with something funding is pretty much
38 available at this time to do that. Chairman Harrington requested the information Councilor Rothhaus
39 requested be provided noting work would not be able to begin until spring. Councilor Boyd questioned
40 if additional engineering or design is necessary for the road going down to the river. Deputy Director
41 Fox responded probably not a lot. The portion beyond the bridge is pretty straightforward. You need to
42 excavate out the sandy material and put in a better subbase. Whether to pave it or not is the additional
43 decision. In order to access the area from Wright Avenue permission from the property owner would be
44 necessary.

45 46 Buildings and Grounds

47
48 Assistant Director Taylor stated the division takes care of the grounds at Town Hall, the Adult
49 Community Center buildings and Police Department. It comprises a full-time custodian position and

1 two part-time custodians. Line Item 01-17-8502-0; Buildings, identifies \$10,000 for window
2 replacement at Town Hall. Assistant Town Manager/Finance Director Micali stated the direction being
3 taken is to see what can be accomplished with \$10,000. The price of windows has come down over the
4 years. The windows are original to the building, and those in the worst condition would be replaced
5 first.

6 7 Highway 8

9 Assistant Director Taylor noted Line Item 01-08-8910-0; Capital Reserve Fund Purchases, includes the
10 Bedford Road Bridge replacement, replacement of one 6-wheel dump truck, one sidewalk tractor,
11 drainage improvements, and the Souhegan Trail.

12
13 Assistant Town Manager/Finance Director Micali commented this is one of the departments that were
14 discussed with regard to overtime. A review was done of the past four years. An average of the four
15 years was used to identify overtime numbers. There is a slight increase in overtime.

16
17 Town Manager Cabanel noted it looks like it has increased by a large amount. However, this budget is
18 one of the examples that can change from year to year and not affect the tax rate that year. We are
19 proposing to spend \$3.7 million out of the Capital Reserve Fund, and last year we only spent \$2.4
20 million. It looks like the budget is going up a million dollars when it is not. The money has already
21 been raised, is in a savings account, will be taken out as revenue, and be expended, e.g., what comes in
22 for revenue goes out as an expenditure (it is a wash).

23
24 Assistant Town Manager/Finance Director Micali noted Line Item 01-08-8361-0; Street Lights shows an
25 expenditure of \$110,625. The Town is in the infancy stage of looking at changing over street lights to
26 LED, and trying to determine cost ratio, payback periods, etc. There will be a lot of press in the next
27 few months as Nashua and Manchester are doing similar projects. He stated a desire for the community
28 to know this process has started. Discussions are ongoing with PSNH to determine if the payback
29 period is affordable for the Town to move forward with replacing all street lights with LED street lights.

30
31 Councilor Rothhaus questioned the status of the Bean Road Bridge. Deputy Director Fox stated the
32 Bean Road Bridge is currently under construction by the same contractor that did the Wire Road Bridge.
33 That project was turned around in 5 months. This one is a little more complicated and will take
34 additional time. The completion date for the project is November of this year. It is hopeful it will be
35 open sooner than that. The same company is doing the McGaw Bridge, which has the same timetable.

36 37 Equipment Maintenance

38 Assistant Director Taylor noted a decrease in Line Item 01-16-8333-0; Maintenance - Vehicles. There is
39 no longer a pool car. There is an increase in Line Item 01-16-8352-0; Education & Training, for training
40 on emergency vehicles.

41
42 Town Manager Cabanel commented one of the mechanics from the Wastewater division has been hired
43 to work in the Public Works Garage. The position in Wastewater cannot be filled because of the
44 sophistication of the knowledge that a person has to have. One of the things being considered is
45 bringing before the Council the position of a Master Mechanic. That has not yet been fully vetted. It is
46 a line item in the Public Works budget without a cost. The position would be within the Wastewater
47 division only.

Vice Chairman Mahon questioned the nature of the training for the Emergency Vehicle Technician. Lori Barrett, Operations Manager, responded there is specific training for fire engines and ambulances that the Fire Department is requiring the mechanics to take. The division has two new mechanics that are replacing retirees, and who are not educated in the Fire Department. This would be specialty training for them. As an example, training would be provided in the electronics on the fire trucks.

Wastewater Treatment Fund

Assistant Director Taylor noted the Sewer Fund is an Enterprise Fund. It is funded by user fees not by taxes. There is a pretty aggressive capital improvement package; currently finishing up the major upgrade to the treatment plant, but there remains a ways to go, e.g., equipment that needs to be replaced and updated.

The other highlight is the position of Master Mechanic. It is not shown as funded in the proposed budget, but a line item is included. Town Manager Cabanel stated there to be a position within the budget, but it is the lower range. When a proposal is made to the Council for the Master Mechanic position the additional cost would be identified. Chairman Harrington noted it would impact the bottom line total number, which is a component of the budget. Assistant Town Manager/Finance Director Micali stated it is hoped that information will be available in time for the Council's final deliberations.

Town Manager Cabanel noted a review of debt service (31-27) identifies an increase of approximately \$500,000. It looks like the budget has gone up by \$500,000, but there is a matching revenue amount. The reason for the increase is that the Town is starting to pay the debt payments on the Wastewater Treatment Plant and Compost Facility upgrades.

Councilor Vaillancourt questioned Line Item 31-10-8142-0; Compensated Absences. Assistant Town Manager/Finance Director Micali stated there to be generally accepted accounting principles that have to be followed. The figure is based upon anyone that is retirement eligible. Any time those individuals have available has to be accrued (retirement).

When asked about Line Item 31-10-8245-0; Sewer, City of Nashua, Assistant Director Taylor explained there is a Pennichuck pump station in south Merrimack, which services about 424 homes. That wastewater then gets pumped to the Nashua system. That area was very wet and sewers were installed because of septic system failures. That is the fee the City of Nashua charges Merrimack for processing the wastewater that is generated. Town Manager Cabanel questioned if the Town receives the revenue for that, e.g., residents are billed by and pay Merrimack which in turn pays Nashua. Assistant Director Taylor stated that to be correct.

Councilor Vaillancourt questioned Line Item 31-10-8359-0; Other Outside Services; specifically a definition of allocation of general fund administrative costs. Assistant Town Manager/Finance Director Micali responded it is an Enterprise Fund and employees of other departments provide administrative functions such as payroll. The monies identified in this line item represent reimbursement for services back to the general fund.

Assistant Town Manager/Finance Director Micali noted the Assessing Department would not be part of the departmental reviews during the Council's meeting of January 11th. It has been moved to the meeting of the 21st to accommodate attendance by the contracted Assessor.

Comments From the Press and Public - None

1 **Adjourn**

2
3 **MOTION made by Councilor Boyd and seconded by Councilor Mahon to adjourn the meeting.**
4 **MOTION CARRIED 7-0-0**

5
6 *The January 7, 2016 Work Session of the Town Council was adjourned at 8:00 p.m.*

7
8
9 Submitted by Dawn MacMillan

DRAFT